Sprint Plan

Project: St. James Episcopal Church - website

Client: St. James Outreach Ministry – Peter Ostrander

# Team Members

Development Team: Lewis Scott, Taras Gorbachevskiy, David Haas, Arshdeep Singh

Product Owner:

Scrum Master:

# Sprint Identification

Sprint Number 1:

# Sprint Goal

The goal for this sprint is to conduct additional planning to determine the scope of the project, understand the existing site architecture (Learning Spike), make a clone of the existing site for development and testing and complete user stories as shown below.

# Sprint Cost

There are \_\_10\_\_ working days in this sprint and the estimated cost of this Sprint is 24 points. User stories are estimated in relative points.

# Product Backlog

# Topic 1: What can be done this Sprint?

Four common types of Product Backlog Items (PBIs) include:

* Feature (user story) – something of value to a user or client.
* Defects – high-performance agile teams never let defects live too long
* Technical Work – the work must be something that the Product Owner (and client) can understand and reasonably prioritize against features. The value of the item must be clear.
* Knowledge acquisition - the Product Owner (and client) is effectively “buying information” such as a prototype, research, experiment, spike, etc. The value of the item must be clear.

**Summary of Sprint Backlog (the official one is in Trello** [**https://trello.com/b/iD616Wzp/intuitivemonkeys**](https://trello.com/b/iD616Wzp/intuitivemonkeys)**)**

1/26/2021 IntuitiveMonkeys | Trello

<https://trello.com/b/iD616Wzp/intuitivemonkeys>

**Assignments for sprint items**

**TG Taras**

**LS Lewis**

**AS Arshdeep**

**DH David**

Product Backlog – Not yet assigned to a Sprint

As an outreach client I want to accesshttps://stjameskent.org/outreach/intake/ so that I can navigate to the request form(<https://stjameskent.org/outreach/intake/form.php>?).

As a user, I want to be able to submit names with hyphens and apostrophes (i.e. two names) in both the first and last name fields.

As a program administrator, I want to remove Date of Birth as a required field from the form so that the user is not required to provide it.

As a program administrator, I want to have an “Eligible for” notification that keeps track of the date they received a particular kind of assistance and notes when they are eligible to receive it again, so that I can determine eligibility for the assistance.

As a program administrator, I want the assistance eligibility to be near the top of the screen so that I don't have to scroll down to find it.

As a program administrator, I want to flag guests, so that I can identify special circumstances.

As a program administrator, I want an online calendar for scheduling, so that I can schedule things.

Sprint 1 – User Stories, Relative Points, Acceptance Criteria, Technical Tasks

As an outreach program administrator, I want to receive e-mails when the assistance form is submitted, so that I can review for eligibility and insert to tracking database.

**TG**

**LS**

**AS**

**DH**

Relative Points - 1

### Acceptance Criteria

Given that when the user fills out the intake form, when the form is submitted, then an e-mail is auto generated to the program administrator (during testing the e-mail will be sent to the developer in their test environment).

Given that the form is submitted, when the e-mail is sent, then the information is correct in the form.

### Technical Tasks

Edit php files to change e-mail address.

Submit form and verify correct e-mail address sent.

Add an item

As a developer, I want to create a copy of the live site, so that I can make changes and test without jeopardizing the functions in the live site.

**TG**

**LS**

**AS**

**DH**

Relative Points - 10

### Acceptance Criteria

Given that the live site is copied over to the dev environment, when a user navigates to the pages, then the pages are properly displayed in the test environment.

Given that the database is copied over to the dev environment, when a user submits forms, then the form data is properly saved into the database.

Given that a form is submitted that requires e-mail, when the user submits the form, then the e-mail is auto generated to the correct address.

Given that when filling the intake form, when the user submits an image, then the image is loaded into the proper uploads folder and the filename is stored in the database.

### Technical Tasks

Create backup file of the site.

Load copy of site into GitHub for version control

Clone the site into dev environment.

Generate database tables to store information from outreach admin (guests, household, users, needs)

Generate database tables to store information from intake form.

Add an item

As an outreach program administrator, I want rent added to the voucher fields on the assistance so that the categories are current.

**LS**

Relative Points - 1

### Acceptance Criteria

Given that I am documenting assistance to a client, when I submit a new voucher and choose the category, then rent is in the dropdown of categories of assistance.

### Technical Tasks

Modify array to include rent. It's in the outreach/index.php file.

Learning Spike - website architecture and updates using wordpress.

**TG**

**LS**

**AS**

**DH**

Relative Points - 12

### Acceptance Criteria

All members have an understanding of site architecture and plans to update.

### Technical Tasks

Word Document with results of research of existing site.

Definition of Done – All User Stories

Check code into GitHub with comments about what was done

Usability testing complete

Code/function peer reviewed

Code commented

MVC used with Fat-Free framework – where applicable

HTML validated

PEAR standards followed

Javascript validated

Code is secure - PDO statements for DB, passwords encrypted, DB config files not in public\_html

Retrospective – to be completed towards end of Sprint

**TG**

**LS**

**AS**

**DH**

Sprint 2 – User Stories, Relative Points

As an outreach program administrator, I want to link the data from the intake form submission to the outreach site database so that I don't have to duplicate entries.

Relative Points - 12

As a program administrator, I want to link/cross-reference names (couples, families) so that I can determine eligibility.

Relative Points - 12

As an outreach client, I want the guest form ethnicity dropdowns to accurately reflect ethnicity options.

Relative Points - 2

Sprint 3 – User Stories, Relative Points

As an outreach program administrator, I want to review new requests for assistance so that I can respond to the request with either the assistance(voucher) or determine eligibility and disapprove

Relative Points - 12

As an outreach program administrator, I want to generate accurate reports on assistance provided so that I can prepare year end statements.

Relative Points - 8

As a developer, I want to edit existing fields on the assistance so that the categories are current.

Relative Points - 2

As a program administrator, I want the household member's ages to be automatically updated based on birthdate so that I can generate accurate reports.

Relative Points - 6